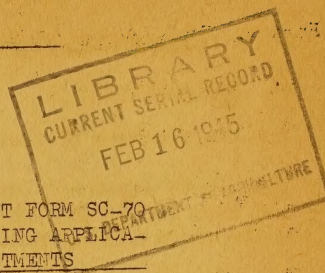


UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF DISTRIBUTION
Sugar Branch

1944 Mainland Sugarcane Program



INSTRUCTIONS FOR FILLING OUT APPLICATION FOR PAYMENT FORM SC-70
SUPPLEMENT 1 THERETO, AND FORM SC-71A AND FOR HANDLING APPLICA-
TIONS INVOLVING SUSPENSIONS AND ADJUSTMENTS

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Part I. Preparation of Regular Applications

A. Definitions

For the purposes of these instructions,

Form SC-70 means Application for Payment, 1944 Mainland Sugarcane Program and Form SC-70, Supplement 1, Continuation Sheet for Section VI of the Application for Payment.

Form SC-12 means 1944 Mainland Sugarcane Wage Claim.

Form SC-13 means 1944 Mainland Record of Sugarcane Wage Claim.

Form SC-515 means the 1944 Mainland Sugarcane Farm Worksheet for all land covered by the application.

Form SC-51A means the form for computing individual producer's percentage share of the payment for farms approved for abandonment and/or deficiency payment.

Form SC-78 means Report of Performance--1944 Mainland Sugarcane Program.

Form SC-402 means Mainland Sugarcane Marketing List, 1944.

Form SC-402M means Mainland Sugarcane Master Marketing List, 1944.

Form LS-417 means the form for computing the normal yield of recoverable sugar for the farm for 1944.

ACP-16 means Instructions on Signatures and Authorizations, in connection with the execution of applications for payment or related papers under the Agricultural Conservation Programs.

PRODUCER means any person who was the legal owner, at the time of harvest or abandonment, of a portion or all of the 1944 crop of sugarcane grown on the land covered by the application.

LABORER means any person who was employed in the production, cultivation, or harvesting of the 1944 crop of sugarcane grown on the land covered by the application.

DEFICIENCY AREA means any parish, county, or local producing area in which the actual yields of sugar from the sugarcane for farms comprising 10 percent or more of the acreage of such sugarcane were 80 percent or less of the normal yields therefor.

B. General

1. The application must cover all land farmed by the same operator within the State, except that in cases in which all such land is not considered as being located in one county or parish as determined below, the application must cover only the part of such land located in the county or parish. A farm shall be regarded as located in the county or parish in which the principal dwelling is situated, or if there is no dwelling thereon it shall be regarded as located in the county or parish in which the major portion of the farm is located.
2. Before any entries are made on an application the county committee must determine insofar as possible that the conditions for payment have been met with respect to the farm to be covered by such application. In order to make such determination, the pertinent forms in the county office should be examined and the following facts ascertained:
 - (a) That, within the knowledge of the county committee, there has been no violation of the child labor provisions of the Sugar Act of 1937, as amended, on the part of any producer on the farm in connection with the production of the crop of sugarcane covered by the application. If, within the knowledge of the county committee, there has been a violation of the child labor provisions of the Sugar Act of 1937, as amended, on the part of any producer on the farm in connection with the production of the crop covered by the application, the following "Finding with Respect to Employment of Children" should be duly signed by a county committeeman and attached to the application:

"State and county code and application serial number.

Finding with Respect to Employment of Children

"I, _____, representative of the County Committee, do hereby find that the producer(s) named in Form SC-70 described above, has (have) failed to comply with the provisions of Section 301 of the Sugar Act of 1937 by employing or permitting children to work in the planting, cultivation or harvesting of the 1944 crop of sugarcane, contrary to the provisions of subsection (a) of the said section of said act, as follows:

Children Employed	No. full days each child was employed*	Child days (Col.1 x Col.2)	Deduction (Col.3 x \$10.00)
(1)	(2)	(3)	(4)
-	-	-	-
-	-	-	-

Totals

XXXX

*Fractions of a day shall be counted as a whole day.

Signature of County Committeeman"

For example: Assume that children have been employed on the farm as follows:

2 children worked 2 days each
1 child worked 1½ day
3 children worked 1 day each

Entries in the columns would appear as follows:

Children Employed	No. full days each child was employed	Child days (Col. 1 x Col. 2)	Deduction (Col. 3 x \$10.00)
(1)	(2)	(3)	(4)
2	2	4	\$40.00
1	2	2	20.00
3	1	3	30.00
Totals 6	XXXX	9	\$90.00

- (b) That no unsettled wage claim is on file against any producer on the farm and that within the knowledge of the county committee, all persons employed in the production, cultivation, or harvesting of the 1944 sugarcane crop were paid in full for such work and at rates not less than the "fair and reasonable" rates established by the War Food Administrator.
- (c) That any producer on the farm who was directly or indirectly a processor of sugarcane during 1944 paid or contracted to pay for all of the sugarcane grown in 1944 by other producers and processed by him at rates not less than those determined by the War Food Administrator to be fair and reasonable.
- (d) That the farming practice requirement has been met with respect to the farm.
- (e) The entries to be made in the county office and by the applicant on the application have been indicated by dotted lines. Make no entry in any space indicated by a solid line unless it is specifically provided otherwise in these instructions.
- (f) All entries, except signatures, should be typewritten or plainly printed.
- (g) The application should be executed in quadruplicate in the manner hereinafter prescribed and all four copies shall be filed with the County Committee of the county in which the farm is located.

- (h) Any corrections in the data on the application shall be made by drawing a light line through the original entry and entering the correct data immediately above or beside the original entry. Any correction of the data on the application should be initialed by the committeeman whose signature appears in Section VIII thereof. If such committeeman is not available to initial the correction, such correction may be initialed by any member of the county committee, provided the committeeman who initials such corrections also affixes his signature in Section VIII above the original signature.

C. Rule of Fractions

1. Acreages and tonnages of sugarcane for sugar should be expressed to the nearest tenth of an acre and ton respectively. Five or fewer hundredths are to be dropped and more than five hundredths will be considered as a whole tenth. Thousandths of an acre or ton should be disregarded. Figures relative to hundredweights of sugar should be expressed to the nearest hundredth. Five or few thousandths are to be dropped and more than five thousandths will be considered as a whole hundredth. Ten-thousandths of a hundredweight of sugar should be disregarded.

D. Heading

1. Enter the state and county code and application serial number in the space provided in the upper right corner. Applications serial numbers shall be the same as the worksheet serial numbers. Enter in the space provided in the upper right corner the sugarcane farm worksheet serial number for the farm covered by the application. This serial number is to be identical with that shown on Form SC-515.
2. Enter the name of the county in the space provided.
3. Enter in the space provided the names of all other counties in which part of the farm is located.
4. Enter in the space provided the date on which the application is filed in the county office.
5. Do not enter the transmittal number.
6. Enter in the space provided in the upper left corner the total acres of cropland suitable for the production of sugarcane which will be the amount shown in line 6, column G, Section I, Form SC-515.

E. Section I. Application and Certification of Producers

1. Each producer who applies for payment must be fully acquainted with the representations to which he certified by signing the application.

F. Section II. Approved Farming Practices

1. The practice numbers 1, 2, 3, etc., correspond to the practice numbers as shown on Form SC-78.
2. Enter in line 2, in columns 1, 2, and 3, the amounts shown on Form SC-78, column E, opposite the corresponding practice numbers in column A.
3. Enter in line 1, in columns 4, 5, 6, 7, and 8, the amounts shown on Form SC-78, column C, opposite the corresponding practice numbers in column A.

G. Section III. Basic Data

Item 1. Enter the number of acres of sugarcane harvested for the extraction of sugar as ascertained from the operator.

Item 2. Enter the number of acres of sugarcane harvested for seed, as ascertained from the operator.

Item 3. Enter the sum of items 1 and 2.

Item 4. Enter the number of acres of sugarcane harvested for syrup, as ascertained from the operator.

Item 5. Enter the number of acres of sugarcane harvested for any other purpose, as ascertained from the operator.

Item 6. Enter the total number of acres of sugarcane not harvested, as ascertained from the operator.

Item 7. Enter the sum of items 3, 4, 5, and 6.

Item 8. Enter the number of short tons of sugarcane marketed (or processed) for the extraction of sugar, as shown in column (d), Form SC-402M.

Item 9. Enter the number of short tons of sugarcane marketed for syrup, as ascertained from the operator. If no sugarcane was harvested for syrup, enter "none."

Item 10. Enter the average sucrose content of the sugarcane, as shown in column (E) Form SC-402M.

Item 11. Enter the sugar commercially recoverable per ton of sugarcane as shown in column (F), Form SC-402M.

Item 12. Enter the total commercially recoverable sugar obtained by multiplying item 8 by item 11. This must agree with the amount shown in column (G) of Form SC-402M.

If damage caused by drought, flood, storm, freeze, disease, or insects resulted in the bona-fide abandonment of acreage of sugarcane for sugar on the land covered by the application, enter the cause or causes of such abandonment in the spaces provided.

Item 13. Enter the number of bona-fide abandoned acres, as ascertained from the operator. Bona-fide abandoned acreage is proportionate share sugarcane for sugar acreage established for the farm pursuant to Sugar Determination No. 181 issued January 22, 1944, abandoned because of damage due to drought, flood, storm, freeze, disease or insects. If there are no bona-fide abandoned acres, enter "none".

Item 14. Enter the amount shown in line (5), column 5, Form LS-417. This amount should equal the amount shown in line 7 (or line 8, if a new form SC-515 has been prepared for 1944) column E, Section II, Form SC-515.

Items 15 and 16. Make no entry

If damage caused by drought, flood, storm, freeze, disease, or insects resulted in a crop deficiency of harvested proportionate share sugarcane for sugar acreage established for the farm pursuant to Sugar Determination No. 181 issued January 22, 1944, the cause or causes of such crop deficiency is to be entered in the space provided.

Items 17 through 26. Make no entry.

H. Section IV. Abandonment and Crop Deficiency

1. Section IV will be executed in the State Office.

I. Section V. Accrued, Unpaid Wages.

1. Enter in column A the names of the producers who owe wages to laborers. The name of each producer owing wages to laborers should be in the form in which such producer usually signs business documents, except that where the producer is a married woman, her full Christian name, additional initials, if any, and surname must be entered instead of her husband's name preceded by "Mrs." However, if a married woman is acting in a fiduciary capacity and the authorization to act, whether by court order or by simple trust agreement, has been given to her in her husband's name preceded by "Mrs.", the husband's name preceded by "Mrs.", together with the usual showing of fiduciary capacity, should appear. In case one producer owes wages to more than one laborer, a ditto sign may be entered under his name for each additional laborer.
2. Enter in column B the name of each laborer who has not been fully paid. The name of each laborer should be in the form in which such laborer usually signs business documents, except that where the laborer is a

married woman, her full Christian name, additional initials, if any, and surname must be entered instead of her husband's name preceded by "Mrs." All such laborers not fully paid by one producer should be listed consecutively. In case more than one producer owes wages to one laborer, the laborer's name should be entered opposite the name of each such producer.

3. Enter in Column C the mail address of each laborer whose name appears in column B. In case the address of any such laborer is unknown, the word "unknown" must be entered.
4. Enter in each line in column D the unpaid wages which are due the laborer from the producer whose name is entered in that line. Do not enter the total in the last line.

J. Section VI. Division of Payment

1. Enter in column A the name of each producer on the farm. The name of such producer should be in the form in which such producer usually signs business documents. (Refer to the instructions in section F above relative to the manner in which married women's names are to appear). The name of the operator must in all cases be entered on the first line. If there are more than five producers on the farm interested in the acreage of sugarcane for sugar, Form SC-70, Supplement 1, will be used as a continuation sheet. Each such continuation sheet must be properly identified by State and county code and serial number and securely attached to the related application.
2. Enter in column B each producer's share of the acreage of sugarcane harvested for the extraction of sugar. This acreage must be the producer's share in accordance with the terms of the lease or operating agreement. The total of column B must equal the amount shown in item 1, Section III.
3. Enter in column C each producer's share of commercially recoverable sugar. The total of column C must not vary from item 12, Section III by more than .005 hundredweight for each producer.
4. Enter in column D each producer's share of the bona-fide abandoned acres. The total of column D must equal item 13, Section III.
5. Enter in column E each producer's percentage share of the payment. The percentage shares of the payment shall be expressed to the nearest hundredth of one percent. Five or fewer thousandths shall be dropped and more than five thousandths shall be considered as a whole hundredth. Ten thousandths of one percent should be disregarded. In case the sum of these percentages does not equal exactly 100 percent, make the necessary adjustment in the largest percentage in the column in order that the total will equal exactly 100 percent. The percentage shares are to be entered only when all of the farm is located in the county or covered by a worksheet (Form SC-515) for that county. In cases where the farm is not approved for either deficiency or abandonment, the producer's share of the payment will be the percentage that

each producer's share of the commercially recoverable sugar as shown in column C bears to the total of column C.

6. If payment may be made with respect to any farm for either deficiency or abandonment, Form SC-71A must be used to determine each producer's percentage share of the total payment. (A sufficient supply of Forms SC-51A for use in the county office will be furnished by the State Office.) When Form SC-51A is used it shall be executed in quadruplicate and all four copies attached to the application.
7. If payment may be made with respect to the farm for deficiency but not for abandonment, columns 7 and 8 of Form SC-51A need not be filled out. If payment may be made with respect to the farm for abandonment but not for deficiency, columns 2, 3, 5, and 6 need not be filled out. Enter in the spaces indicated on Form SC-51A the following:
 - (a) The state and county code and application serial number.
 - (b) 80 percent of the normal yield of sugar per acre for the farm expressed in hundredweights. (80% of item 14, Section III, Form SC-70, carried to four decimal places.)
 - (c) One-third of the normal yield per acre of sugar for the farm expressed in hundredweights. ($1/3$ of item 14, Section III, Form SC-70, carried to four decimal places.)
 - (d) The name of each producer on the farm as shown on the application.
 - (e) The acreage of sugarcane harvested for the extraction of sugar for each producer, as shown in column B, Section VI, of Form SC-70.
 - (f) 80 percent of the normal yield of sugar per acre harvested for each producer, which will be the amount in column 2 of Form SC-51A multiplied by 80 percent of the normal yield of sugar per acre for the farm as shown in the upper left corner of Form SC-51A.
 - (g) The amount of commercially recoverable sugar from sugarcane for each producer, as shown in column C, Section VI of Form SC-70.
 - (h) The deficiency production for each producer, which will be the amount in column 3 of Form SC-51A, minus the amount in column 4 of Form SC-51A.
 - (i) The deficiency of sugar for the farm apportioned to each producer, which will be the percentage of the amount entered in column 5 for each such producer that the difference between the totals of the columns 3 and 4, Form SC-51A, is of the total of column 5, Form SC-51A. This percentage carried to five decimals should be

entered in the heading of column 6, Form SC-51A.

- (j) The acreage of sugarcane for sugar on the farm for each producer which was abandoned and is acceptable to qualify as bona-fide abandoned acreage from column D, Section VI, of Form SC-70.
- (k) One-third of the normal yield for the acreage abandoned for each producer, which will be the amount in column 7 multiplied by one-third of the normal yield per acre of sugar for the farm as shown in the upper right corner of Form SC-51A.
- (l) The total amount of sugar eligible for payment for each producer, which will be the amount in columns 4, 6, and 8.
- (m) The percentage share of payment for each producer on the farm, which will be the percentage that each item in column 9 of Form SC-51A is of the total of the amounts in column 9. The percentage shown in column 10 is to be entered in column E, Section VI of Form SC-70.

Make no entries in columns F, G, and H, Section VI of Form SC-70.

K. Signatures of Applicants

1. The signatures of the applicants must appear in the same order that the names of the producers are entered in column A. The signature of each applicant on the application or any related paper should agree with his name as typed or printed on the application. All signatures on the application should be in ink or indelible pencil and must be in the original handwriting of the applicant or a duly authorized representative. Traced signatures, carbon impressions, and facsimile signatures on the original Form SC-70 will not be accepted. Each signature by mark must be witnessed by one disinterested person whose signature must be in the original handwriting of the witness. It is not required that signatures be witnessed unless they are made by mark. The application is to be signed by applicants only when all of the farm is covered by a farm worksheet (Form SC-515) prepared within one county. If part of the farm is located in another county, the application need not be signed by the applicants, and should be forwarded to the State Office, where a master application will be prepared covering the entire farm. The original and three copies of the master application will be forwarded to the county office by the State Office for signatures, and upon completion, the county office will forward the signed application to the State Office. Under no circumstances shall a producer be requested or allowed to sign an application in blank.
2. If any interested person who otherwise would share in the payment with respect to the farm, refuses to sign the application, a statement by such person, setting forth fully his reason for refusing to sign, should be attached to the application. If such statement cannot be obtained, there shall be attached to the

application a statement, signed by a member of the county committee indicating the reason for such refusal and the efforts which have been made to secure the signature of such producer. If, for any other reason, the signature of any interested person who otherwise would share in the payment cannot be obtained, a statement of the reason for the failure of such person to sign must be written in the line where he would have signed and initialed by a member of the county committee.

3. Enter in the space provided opposite each applicant's signature his complete mail address.

L. Authorization of Fiduciaries

1. The regulations set forth in ACP-16 are to be followed with respect to authorizations and signatures of applicants on the application. However, inasmuch as a receiver or liquidator is not eligible to receive payments under the Sugar Act of 1937, as amended, subsections 2B and 2E(5) of section C of such regulations should be disregarded.
2. Unless the county committee has personal knowledge that each person who signs the application in a representative capacity has the proper authority so to act, such person should be required to submit evidence of his authority. (See ACP-16 and AAA forms 379, 380, 381, and 382 as to what constitutes acceptable evidence of such authority.)
3. It is not required that a power of attorney of the applicable AAA form or similar form be secured for substitution, unless the power of attorney now on file in the county office is found to be inadequate.
4. No written evidence as to authority to sign applications in a representative capacity need be attached to the application when it is submitted to the State Office for payment.

M. Section VII. Certificate of Producer-Processor

1. Any producer on the farm who was directly or indirectly a processor of sugarcane during the 1944-45 crop season, as defined in Sugar Determination No. 32, issued May 24, 1938, is required to enter the name of the processor and execute this section. Where the producer-processor(s) who should execute this section refuse(s) to execute it, the county committee should ascertain the name of the processor and the producer-processor(s) who would normally execute this section, and type in the name(s) of such persons in the space provided. The failure to execute this section will not affect the payment to tenants and share-croppers on the farm.

N. Section VIII. Certificate of County Committee

1. The County Committee shall compare the data on the application with the applicable records in the county office and if the county committee finds that the data on the application have been correctly entered and that the persons making application for payment are eligible under the regulations to receive payment with respect to the farm covered by the application, it should authorize one of its members to affix his signature on behalf of the committee in the space provided in Section VIII. The committeeman who signs in Section VIII must not be a near relative of any interested person shown on the application, or have any sort of financial interest in the farm covered by the application. The date the committeeman signs the application should be entered in the space provided beneath his signature. (He must not affix his signature of approval before the form is signed by the applicant/s/).
2. If it is found that one or more producers applying for payment on the application have not complied with the provisions of Section 301(a) of the Sugar Act of 1937, as amended, with respect to the employment of child labor in the planting, cultivation or harvesting of the 1944 sugar crop and one or more of the applicants have complied with the provisions of the above referred to section of the Act, a copy of the finding of the county committee as to which of the producer(s) on the farm did not comply with this provision of the Act should be attached to the application.
3. The county committee should determine that each laborer named in Column B, Section V, for whom accrued, unpaid wages are shown in column D, was not paid wages in accordance with section 301(b) of the Sugar Act of 1937, as amended, and Sugar Determination Nos. 186, 186 (rev.1), 193, 200 and 202, issued March 10, April 19, June 6, August 29, and October 27, 1944 respectively, because he could not be located after every reasonable effort was made, or because the producer who employed him did not have the necessary funds. All entries of the names of laborers and of amounts of unpaid wages must be evidenced by wage claims properly executed by such laborers, or their authorized representatives, on the forms provided for that purpose, or by statements signed by the producers stating the names of the laborers not fully paid and the amounts owed. No evidence need be attached to the application. If all laborers were fully paid, the word "none" should be entered on the first line of column B.

4. If form SC-12 has been filed with the county committee against a producer on the farm and settlement has not been made in accordance with "1938 Sugar Circular Letter No. 23" dated January 25, 1939, or subsequent circular letters, Form SC-12, as executed by the laborer, and Form SC-13, as executed by the county committee, should be attached to the application, together with a statement setting forth the name(s) of the producer(s) involved, the names of the laborers not fully paid and the amount of unpaid wages due each laborer from each producer.
5. If it is found that any producer who is applying for payment has for 1944 entered into any leasing or cropping agreement for the purpose of diverting to himself or other producers any payment to which the tenants or sharecroppers would be entitled if their 1943 leasing or cropping agreement were in effect, or if there has been any interference by any producer with the contracts entered into by tenants or sharecroppers for the sale of their sugarcane, the committee shall attach a complete report of its findings to the application, including the share which the producer would receive but for such change.
6. In case one or more producers on an application violate(s) subsections (a) or (b) of Section 301 of the Sugar Act of 1937, as amended, certification by the county committee should be withheld and the findings of the county committee, if any, will be reviewed by the state committee.
7. The county committee is charged with the responsibility of determining that a person who signs an application in a representative or fiduciary capacity has the proper authority so to act and the signing of Form SC-70 by a member of the committee shall constitute the certification of such committee that each person who signs the form in a representative capacity does possess the necessary authority.

Part II. Transmittal to State Office

1. Before submitting applications to the State Office, each such form should be carefully checked to determine that:
 - (a) All data have been correctly entered;
 - (b) All corrections have been correctly initialed;
 - (c) Each interested person has signed the application, or there is a proper explanation as to why he has not done so; and
 - (d) All signatures of interested persons are genuine and agree with their names as typed or printed on the application.

2. Applications shall be listed on Form SRS-6, "Transmittal Sheet," and submitted to the State Office. At the top of Forms SRS-6, type or print the notation "1944 Sugarcane." Forms SRS-6 shall be prepared in quadruplicate and numbered in consecutive order beginning with 1. The original and two copies of Form SRS-6 shall be forwarded to the State Office, and one copy retained in the county office. Application serial numbers prefixed by the same letter, if that system of numbering is used, should be listed together, but separate sheets are not required for different prefix letters.
3. The original and all copies of the application and Form SC-51A, with inserted carbons intact, shall be submitted to the State Office. The second and third copies of the application will be returned to the county office after computations have been made thereon. The third copy should then be delivered to the farm operator and the other retained in the county office files.

Part III. Preparation of Supplemental Applications

1. Payments may be made to any producer who failed to sign the original application if within the time limit for accounting applications he submits an application on a Form SC-70 properly executed by him.

The basic data on the supplemental application must be identical with that on the original application, except that it will not be necessary to include the percentage shares of any producer other than those making application for payment on the supplemental application and the notation "Supp." should appear in the upper right corner immediately following the serial number. Such supplemental application need not be signed by any interested person whose signature was affixed to the original application, but must be approved by a member of the county committee.

Part IV. Handling of Suspended Applications

- A. A correction of any of the basic data on the application must be initialed by the county committeeman who signed in section VIII. If the committeeman who signed in Section VIII is not available at the time the suspended application is under consideration, such correction may be initialed by another member of the county committee, who should sign in section VIII above the signature of the other committeeman.

Part V. Cases Involving Adjustments

A. Errors Discovered Before Payment is Made

1. If it is determined, after submission of an application to the State Office (and before payment is received) that an error was made in the preparation of the application, the State Office shall be requested to return the application for correction. If necessary, a new application shall be prepared. However, in such cases, the original application as

well as the new application, shall be submitted to the State office accompanied by a statement signed by a member of the county committee setting forth the reason for the correction.

B. Handling of Adjustments, Undelivered and Lost Checks, and Refunds

1. Cases involving adjustments, cases involving checks which may not be delivered, failure to locate payees or refusal of payees to accept checks, cases involving lost, stolen, or destroyed checks, and cases involving refunds shall be handled in accordance with the county office claims procedure. Specifically, it should be noted that Standard Form No. 1055 (and not Form ACP-103) will be used under the sugarcane program for cases of death, disappearance, and incompetency, although it must be remembered that claims by creditors of a decedent shall not be recognized.

